

Technical Branch
Miscellaneous Technical Series

DIGITAL CONTROL SUPERVISOR
01/00 (LBT)

Summary

Under general supervision, supervise unit responsible for ensuring the functional readiness and accuracy of existing, modified and new water utilities (EPWU) water and sewage distribution control and monitoring systems.

Typical Duties

Direct and participate in acquisition, assembly, installation, maintenance, troubleshooting, adjustment, repair, and operation of electronic digital and electromechanical equipment. Involves: overseeing or personally locating, diagnosing and correcting malfunctions; conducting field inspections and making recommendations for improvement; scheduling preventive maintenance programs; preparing equipment specification reports as needed and evaluating products for technological compliance with current and proposed EPWU and supervisory control and data acquisition (SCADA) system requirements; participating in annual budget preparation and long range capital improvement program; investigating and adjusting complaints related to digital control systems; requisitioning personnel, supplies, materials and equipment components as authorized and maintaining inventories of a wide variety of spare or repair parts as needed; maintaining accountability of all sensitive equipment to include computer hardware and software; reviewing control systems plans and specifications for conformance with operational needs; conferring with EPWU management, consultants or outside contractors on technical aspects of solutions to existing and new problems, and to represent EPWU interests while providing support to outside contractors during new project start-ups.

Supervise assigned general services technical, trades or supervisory employees. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness, and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and reviewing ratings by subordinates; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor, coworkers, or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, preparing and submitting recurring or special status reports, and otherwise assisting with designated administrative functions; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent, supplemented by completion of an instrumentation or electronics technology course from an accredited institute, plus five (5) years electronic assembly, installation, maintenance and repair experience; including two (2) years working with process control and monitoring equipment in a process control facility; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: water utility or similar SCADA systems; electric and electronic components and testing equipment; purchasing requisition and inventory maintenance practices. Good knowledge of: distributed process control, programmable logic controller or similar industrial computer systems equipment; common industrial electronics diagnostic programs and programming language software. Some knowledge of: supervisory techniques; administrative procedures.

Ability to: oversee and perform Electronic Control Specialist duties as prescribed; maintain awareness and learn to apply new knowledge of the latest technology in the field; follow oral and written instructions; supervise assigned personnel; train and instruct employees in various locations and operations; firmly and impartially enforce personnel rules and regulations, standards of conduct and work attendance, and safe work practices; react quickly and make sound decisions in emergencies; establish and maintain effective relationships with fellow employees, officials and general public; express oneself clearly and concisely both orally and in writing; maintain files and prepare reports.

Skill in safe operation and care of: personal computers; specialized electronic testing equipment; diagnostic tools and troubleshooting equipment; hand tools; motor vehicle.

Physical Requirements: Occasional bending, stooping, climbing ladders and moving moderately heavy objects (averaging up to 50 pounds); mobility over uneven terrain in a field environment; exposure to varying weather conditions; driving through City traffic.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent license issued by another state.

Special Requirements: Subject to call back, and working rotating shifts, flexible hours, weekends, holidays, and extended hours.

Director of Personnel

Department Head